

## **Bed Conversion**

Bed conversions are converting an existing bed from comprehensive to residential or vice versa when the facility already has both bed classifications and is already enrolled in the Medicaid and/or Medicare programs. The transaction requires:

- Plans Approval for addition by the Division of Sanitary Engineering at the Indiana State Department of Health. Description of this process is defined elsewhere in this Administrator's Reference Guide.
- Letter specifically outlining the bed change being requested.
- Facility Floor Plan representing the proposed bed configuration.
- Bed Inventory (State Form 4332) representing the proposed bed configuration.
- The effective date of change in bed configuration.
- Life Safety Code/Sanitarian/State Fire Code inspections as appropriate